

# OneGov Snowplow Application Guide

**Renewals:** If you received an email to renew your application for the upcoming snowplow season, click on the link in the email. Once you login into OneGov, the system will automatically start a renewal from last year's application. Review the prepopulated information for accuracy and complete any open fields in the application.

## New applications and process for entering Renewals without using the email link.

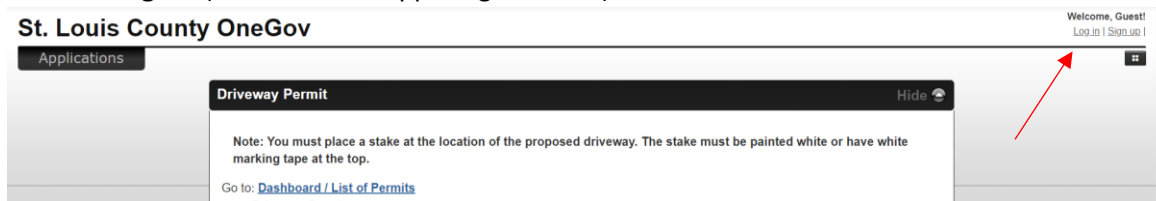
Link to OneGov for entering a Snowplow application.

<https://onegov.stlouiscountymn.gov/>

To complete an online Snowplow application you must first log into the system.

## Log In

- Click on **"log in"** (located in the upper right corner).

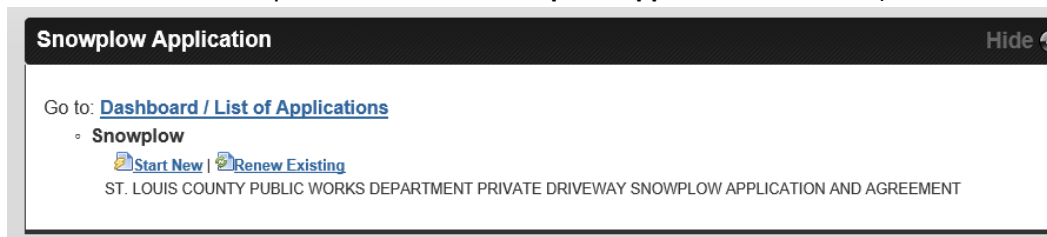


- If you are a new user
  - click on the green **"sign up"** icon and follow the prompts to set up an account.

## St. Louis County OneGov

- If you are a returning user enter your credentials
  - "Email Address"** field - Use the same credentials as last year. This could be your...
    - Email address or
    - Customer number (customer numbers look like.... 12345, or C12345)
  - "Password"** field. - enter your password from last year.
- Click on **"log in"**

The main screen will open. Locate the **"Snowplow Application"** section. (see screen shot)

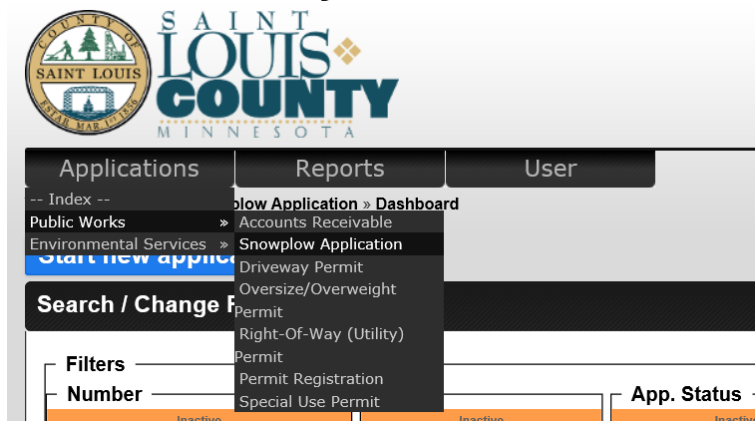


- If you are registering a new Road association select **"start new"**
- If you are a returning user select **"Renew Existing"** for your snowplow application
  - A box will display with your last year's application (see below screen shot). Click on the blue **"Renew"** button located at the left of the application

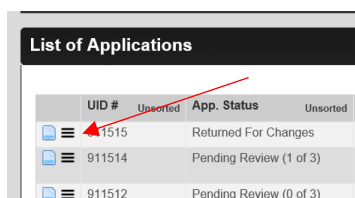
Please choose existing application to renew				
	UID #	App. Status	Started	Approved
<a href="#">Renew</a>	<a href="#">19107</a>	Approved	07/23/2018 2:25 PM	07/25/2018 10:21 AM

This year's application will open. \*Required fields are marked with a red asterisk.

If you run into issues, you can renew an application by clicking on **Applications/Public Works/Snowplow Application**.



This will bring you to your dashboard where you can scroll down to the section called List of Applications. Find last years application. Click on the three lines located at the left, which will open an “options” box. Select the option to “Renew” the application.



Review the renewal application for accuracy and complete the applicable fields.

## Snowplow Application Steps

### 1. Applicant Information

- Verify the prefilled information is correct. Update, or add, information as needed
  - Name
  - Phone number
  - Enter your Email address
  - Verify your mailing address
- Select the garage closest to you
- Select the upcoming Snowplow Season

### 2. Road Association Information

- Select the length of your Roadway
- Enter the Road Association Members to the Table.
  - Click on the green plus sign to add a line to the table
  - Enter the members Name, Email Address, and Address
  - Click on the blue disk, on the left side of the table, to save the information.
  - Click on the green plus sign to add another Road Association member to the table
  - Repeat until all the members have been added

### 3. Terms and Conditions

- Read the Terms and Conditions and complete

### 4. Invoice

- Review the permit costs
- Select your payment type
- If online payment by credit card, or eCheck, is selected, the official payments program will open **after** you finish the application.
- If you select personal check, mail one check to the office nearest you (see bottom of page)

### 5. Review

- Review the permit costs and click on **“Finish”**

**Note :** If any required fields are not completed the step will highlight in red. Click on the highlighted step, and then locate the highlighted field to complete. Then return to step 5 and click on **“Finish”**.

**If you chose to pay by credit card, or eCheck, official payments will now open. Follow the prompts to enter your payment information. You will be automatically brought back to OneGov when done.**

**You are finished. You will receive email notifications of the status of your application.**

**Mail personal checks to the office nearest you.**

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